

ASSISTANT CONTROLLER, LIQUOR OPERATIONS

Full Time Employment Opportunity

Reporting to the Controller, Liquor Operations, the Assistant Controller, Liquor Operations is responsible for providing overall accounting support and guidance to the Liquor Operations division. The incumbent develops, monitors, and analyzes financial reports as well as participates in the business planning process. The position provides consultation, advice, and analysis on financial issues to the operational departments within the division.

Duties:

- Review monthly variance and account analysis reports and provide detailed explanations.
- Review daily accounting transactions and monthly file of schedules, analysis, reconciliations, accounting entries, and other documentary evidence required in the preparation of financial statements.
- Coordinate the preparation of and review the division's financial statements, including daily and weekly reports, month-end and year-end financial statements, quarterly reviews, inventory counts, and all related working papers and variance analysis.
- Develop financial statements, analysis and reports for use by division/senior management.
- Monitor division's expenditures for appropriate authorizations of payments and purchases.
- Review and approve purchase requisitions, amendment forms, and invoices for general ledger coding, project number coding, and appropriate approvals.
- Investigate material deviations from budget.
- Establish and monitor key performance indicators for the department and investigate negative trends.
- Review monthly corporate credit card transactions and follow-up and report on any deviations.
- Oversee Liquor Marts Lease Accounting tasks, including creating/amending lease schedules, processing month-end journal entries, creating and updating recurring lease payment schedules, obtaining annual approvals for lease payments, and assisting with annual reconciliations and adjustments.
- Coordinate the preparation and consolidation of the division's annual operating and capital budgets, and ensure they are consistent with the corporate strategic plan.
- Coordinate and participate in the preparation of business cases and other documentation that may be required due to the business planning process.
- Monitor financial performance and ensure expenditures follow budget forecasts.
- Ensure capital submissions adhere to corporate capital policies.
- Recruit, manage, coach and evaluate the performance of employees.
- Determine, where required, staff discipline/corrective action within established policies/related documentation.
- Review and approve general ledger account reconciliations and post journal entries.
- Support month-end and year-end closing tasks/activities in liquor financial accounting system.
- Work with external and internal auditors to support the completion of individual auditing requests and participate in annual auditing activities to collect and complete financial information.

Primary Qualifications:

- Completion of a post-secondary degree and a Chartered Professional Accountant (CPA) designation.
- A minimum of five years' experience in an accounting field, showing a progression of complexity in the range of work and a variety of accounting applications.
- A minimum of two years supervisory/leadership experience is preferred.
- Strong communications and interpersonal skills and demonstrated analytical and organizational skills are required.
- Demonstrated understanding of International Financial Reporting Standards (IFRS), accounting theories, and financial reporting procedures, acquired through relevant, practical finance and accounting experience.
- Advanced skills in Microsoft 365 (Word, Excel, Outlook, OneDrive, and Teams).
- Confidence and creativity in solving problems and the ability to handle challenges in a reasonable and diplomatic manner are required.
- Ongoing professional development is required to maintain designations and stay current with changes in the profession.

****Manitoba Liquor and Lotteries is committed to Diversity, Equity and Inclusion. We strive to hire a workforce that reflects the community we serve. Employment equity will be considered therefore applicants who identify as women, Indigenous people, members of racialized groups, and persons with a disability are encouraged to apply.*

If you require an accommodation at any time during the recruitment process, please let us know how we can meet your needs.

Salary: \$35.93-\$47.64
Bargaining Unit: EXEMPT
Location: Buffalo Place

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to careers@mbl.ca

All applications are due by January 31, 2024.

We thank all interested applicants, however, only those selected for interviews will be contacted